Steering Committee Criteria for Service
AGC Business Development Forum

The purpose of this Forum is to share business development best practices and lead related initiatives to the benefit of the Association’s members and chapter staff.

1. Steering committee members must possess several qualities:
   - Deep knowledge and experience in business development, marketing practices, tools, and techniques;
   - Willing and able to champion individual elements of the Steering Committee strategic plan;
   - Committed to devoting time and effort to the well-being of the construction industry;
   - Active member of AGC of America.

2. Membership dynamics:
The steering committee will consist of a minimum of 12 people, selected from AGC member firms and chapter staff. Members will serve for three-year terms in conjunction with the AGC Annual Convention, beginning post-Convention and ending at Convention. The steering committee will be the primary body responsible for oversight of the AGC Business Development Forum. The steering committee will be led by a chair, to be appointed to a 3-year term by the AGC president.

   The steering committee chair may serve up to a three-year term of service as a regular committee member before being named chair, and subsequently serving an additional three-year term. However, if the chair is elected after having served less than a three-year term as a steering committee member, that person’s service normally will be considered complete at the end of the three-year chairmanship term (e.g., A person who has served one year on the steering committee before being elected to the chair position will leave the steering committee at the end of the three-year chair term, having served four years in total on the steering committee.). No person will serve more than six consecutive years.

3. The steering committee will serve several functions, including but not limited to:
   - Overseeing the activities of the Forum, its subforums and task forces;
   - Making reports and recommendations on behalf of the Forum to the AGC Building Division;
   - Developing policy recommendations, meetings and other events regarding matters within the scope of the Forum; and
   - Establishing and sunsetting subforums and task forces within the Forum.

4. Criteria for steering committee membership:
• Members shall be expected to attend one in-person meeting and at least 75% of the virtual meetings each year of their membership. Typically the steering committee meets 4-6 times a year.
• Members should be drawn from the various regions of the country and from large and small institutions, as well as AGC chapters.
• Given the wide variety of subjects under the broad Forum umbrella, members shall be drawn from the broadest scope of participants, with no topic having more influence on the steering committee than any other.
• Consecutive representation from a given company or AGC chapter should be avoided.
• Except in unusual circumstances (e.g., when an individual changes companies), the simultaneous membership of two persons from the same company or AGC chapter is not permitted.
• Vacancies in unexpired terms are filled by appointment by the AGC president.
• A steering committee member may resign at any time by giving written notice to the Business Development Forum Steering Committee Chair.
• If a member leaves the construction industry (e.g., retires) or is no longer employed by an AGC member in good standing or an AGC chapter, that person automatically resigns his/her position on the steering committee.
• If circumstances warrant, at the steering committee’s recommendation, the AGC president may choose to reappoint a steering committee member for a second three-year term, but no steering committee member will serve more than six consecutive years.

5. The steering committee chair shall:
• Serve as a member of the AGC Building Division Leadership;
• Call meetings with the steering committee, in-person and virtually, as needed;
• Make presentations to the AGC Building Division and AGC Board of Directors, when necessary or requested;
• Check with steering committee members at the start of each meeting as to whether they have any conflicts of interest. If so, they will be asked to recuse themselves during deliberations and voting on the issue in question;
• Ensure that the steering committee is quorate, i.e. two-thirds of the steering committee members are present at a meeting;
• Ensure participation by steering committee members;
• Maintain the confidentiality of the steering committee’s work and conversations;
• Serve a three-year term.

6. The steering committee members shall:
• Participate in steering committee meetings;
• Inform the steering committee chair at the start of each meeting as to whether they have any conflicts of interest;
• Inform the steering committee chair if s/he intends to or has left the construction industry (e.g. retires) or is no longer employed by an AGC member in good standing or an AGC chapter;
• Maintain the confidentiality of the steering committee’s work and conversations; and
• Serve a three-year term. Should a member be unable to complete his/her term for any reason, a letter to the steering AGC president shall suffice as a resignation notice.
7. Upon appointment, each steering committee member shall sign a statement that affirms s/he has:
   - Received a copy of the Forum steering committee criteria for service;
   - Read and understands the criteria for service; and
   - Agreed to comply with the criteria for service.

8. The AGC staff liaison shall:
   - Assist the steering committee and chair in setting up meetings, both in-person and virtually;
   - Provide assistance in compiling Forum reports to the AGC Building Division and/or AGC Board of Directors;
   - Ensure the work of the Forum falls within the scope, strategic plan and budget of AGC of America; and
   - Provide resources and opportunities to publicize the Forum via AGC publications and web outlets.

9. Conflict of Interest policy:
   The steering committee members must be aware of, and respond to, issues of potential conflicts of interest. These may occur whenever there is a special relationship between a member of the steering committee and a person or organization under serious consideration for a contract, speaking engagement or some other work with AGC of America. If a member of the steering committee has such a conflict, s/he must reveal it to the other members, and recuse him/herself from the discussion of that contract, engagement or work.

10. Violations of the Conflict of Interest policy:
    If the chair or other member of the steering committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the steering committee determines the member has failed to disclose an actual or possible conflict of interest, it may ask the steering committee member to resign immediately.

11. Confidentiality:
    All representatives and their respective organizations acknowledge that steering committee discussions are of a sensitive nature. Draft material and conversations should be considered confidential and each representative and their respective organizations shall make all reasonable efforts to maintain confidential information. Representatives and their respective organizations shall not make public statements about specific language or positions unless coordinated and agreed upon by the Forum steering committee. Public statements include communications – both written and verbal – with all individuals or entities other than those serving on the steering committee.

12. The AGC Board of Directors may amend the criteria for service at its discretion at any time, with or without notice.
Steering Committee Agreement of Service
AGC Business Development Forum

I certify that I have read the Forum criteria for service and will comply as outlined.

__________________________________________   _________________
Signature                                           Date

__________________________________________
Name

__________________________________________
Company Name

__________________________________________
Term of Service